

**MINUTES OF THE SPECIAL MEETING  
OF THE TECHNICAL REVIEW COMMITTEE  
LADY LAKE, FLORIDA  
January 8, 2013**

The Technical Review Committee meeting was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida at 10:00 a.m.

**MEMBERS PRESENT:** Thad Carroll, Growth Management Director; Wendy Then, Town Planner; Thomas (Butch) Goodman, Utilities Supervisor; Joe Crum, Building Official; and Police Chief Chris McKinstry

**STAFF PRESENT:** Julia Wolfe, Staff Assistant to Town Clerk

**ALSO PRESENT:** Commissioner Kussard

The meeting was called to order by Thad Carroll, Growth Management Director.

**1. Approval of Minutes:** December 18, 2012

*Upon a motion by Chief Chris McKinstry and seconded by Joe Crum, the Technical Review Committee approved the minutes as presented for the December 18, 2012 meeting, by a vote of 5-0.*

**2. Ordinance No. 2013-01 – Next 2 LLC – Special Exception Use Application to Allow Religious Facilities Land Uses Within the Light Commercial Zoning District – Located at 1055 Teague Trail**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated that the applicant, Lawrence D. Breech, owner and registered agent of Next 2 LLC, has submitted a Special Exception Use (SEU) application on behalf of the Church at the Springs (tenant) to modify the allowable land uses permitted under existing parcel located at 1055 Teague Trail (Alternate Key 1449588), which currently has a Light Commercial Zoning Designation. In accordance with the Town of Lady Lake Land Development Regulations, Chapter 5, Section 5-4, 1).2).Q), upon approval of a Special Exception Use application, Religious Facilities can be established within the Light Commercial Zoning District.

Ms. Then stated at the present time, the applicant proposes to use land and an existing 2,012 sq. ft. building for a children's program called Children's Church in coordination with the Church at the Springs operations and church programs. The Church at the Springs is currently operating on the northern parcel addressed as 1085 Teague Trail, formerly occupied by Paradise Bingo. The applicant states that by extending their children's ministries to the next parcel and building, church members will have the ability to have the children gather every Sunday during regular service in one room for a video teaching/worship session; allowing age-appropriate worship environment for both parents and children. The children participating in this event are expected to be 1<sup>st</sup> through 5<sup>th</sup> graders.

Ms. Then stated the subject property is approximately ± 1.12 acres and lies in Section 08, Township 18 South, Range 24 East, Lady Lake, Florida. The Future Land Use of the subject parcel and the adjacent properties are as follows:

**Future Land Use**

<b>Subject Property</b>	Commercial General- Retail Sales & Services
<b>Future Land Use of Adjacent Properties</b>	
<b>West</b>	ROW/ Lake County – Urban Medium Density (Max 7 du)
<b>East</b>	Lady Lake-Commercial General-Retail Sales & Services
<b>North</b>	Lady Lake-Commercial General-Retail Sales & Services
<b>South</b>	Lake County- Urban Low Density ( max 4 du)

**Zoning**

<b>Subject Property</b>	Lady Lake- Light Commercial (LC)
<b>Zoning of Adjacent Properties</b>	
<b>West</b>	ROW/ Lake County – Commercial- C-2
<b>East</b>	Lady Lake- Light Commercial (LC)
<b>North</b>	Lady Lake- Planned Commercial (CP)
<b>South</b>	Lake County- R-1

Staff comments are as follows:

- 1) At the present time, the applicant has been granted permission to make improvements to the property establishing an ADA Florida Accessible 5 foot wide concrete sidewalk connecting the main building with the existing one-story frame building as it relates to ADA improvements.
- 2) No additional concurrency impacts, in addition to those already associated with the present uses allowed on the property, are anticipated with the proposed improvements as presented by the applicant.
- 3) The applicant has properly addressed the review criteria for Special Exception Uses as outlined in the Land Development Regulations, Chapter 6, Section 2, (e), (2). The application is complete and meets the requirements for submittal to the Town Commission per the requirements of the Land Development Regulations.

Ms. Then stated when reviewing an application for a special exception the Town Commission shall consider the following requirements and criteria, including but not limited to:

- 1) Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety.
- 2) Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district.
- 3) Required yards, screening or buffering, and landscaping shall be consistent with the district in general and the specific needs of the abutting land uses.
- 4) Size, location or number of special exception uses in the area shall be limited so as to maintain the overall character of the district as intended by this Code.

- 5) Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development.
- 6) The availability of utilities services (such as water, sewer, and solid waste) and recreational facilities.

Ms. Then stated the application has been reviewed and been determined to be complete. In accordance with all supporting appropriate material, the application is deemed in compliance with the Land Development Regulations (LDRs).

Ms. Then reported notices to inform the surrounding property owners within 150' of the property of the proposed Special Exception Use application will be mailed by certified mail return receipt on Wednesday, January 9, 2013. Subsequently, the property will be posted on Wednesday, January 9, 2013.

Ms. Then stated the public hearings are scheduled as follows: The first reading of Ordinance No. 2013-01 is scheduled before the Town Commission on Tuesday, January 22, 2013, and the second and final reading of Ordinance 2013-01 is scheduled before the Town Commission on Monday, February 4, 2013.

Ms. Then stated the applicant is present to answer any questions.

Mr. Carroll asked if there were any questions. There were no questions.

*Upon a motion by Joe Crum and seconded by Butch Goodman, the Technical Review Committee approved the transmittal of Ordinance No. 2013-01 to the Town Commission for their consideration, by a vote of 5-0.*

**3. Resolution 2013-101 – Green Key Village, LLC – Variance to Chapter 5, Section 5-4. d). 4). C). 1.a., to Reduce Front Yard Setback Within RS-6 Zoning District – Located at 1635 Lake Ella Road**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant, Gregory O. Thomas of Green Key Village LLC, has submitted an application for a variance from Chapter 5, Section 5-4. d). 4). C). 1.a., of the Town of Lady Lake Land Development Regulations (LDRs) which requires that the minimum front yard setback be a distance of twenty-five (25) feet.

Ms. Then stated at present, the applicant is proposing to construct 42 single-family residences located on approximately 24.22 acres at 1635 Lake Ella Road (referenced by Alternate Key #1771463). The variance request is to allow a minimum twenty (20) foot front yard setback for all residential lots to be located within the Green Key Village Subdivision, and subsequent additions under the parent parcel. The applicant has elected the variance application process in an effort to establish within this proposed subdivision the concept of closer setbacks encouraging communication between neighbors. The proposed community subdivision will consist of “net-zero-energy” homes and the structures will feature “Key West” style elevations to include large

front porches and side-entry garages set to the rear of the home. Additionally, a neighborhood pool, pavilions for cookouts, activity trails, and sidewalk to serve families and friends interacting together will be provided.

Ms. Then stated as part of the variance application, a *Justification Statement* is required and has been provided. The applicant states that by placing the homes just five (5) feet closer, the whole atmosphere changes. Also, the property presents topography challenges and changing elevations in different areas. It has been established that many lots slope towards the rear; some even possessing ten (10) to fifteen (15) foot drop-offs. Lastly, the applicant explained that for aesthetic reasons, locating the homes closer to the road (3,500 to 4,000 sq. ft. homes) will allow rear garages to hide a family’s usual clutter, keeping everything screened and secured properly while keeping the property values higher.

Ms. Then reported when reviewing an application for a variance, the Planning and Zoning Board and the Town Commission shall consider the following requirements and criteria according to Chapter 3, Section 14 f) – Review criteria for variances in the Land Development Regulations:

1. No diminution in value of surrounding properties would be suffered.
2. Granting the permit would be of benefit to the public interest.
3. Denial of the permit would result in unnecessary hardship to the owner seeking it.
4. The use must not be contrary to the spirit of this Code.
5. Financial disadvantages and/or inconveniences to the applicant shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be grounds to justify granting of a variance.
6. Physical hardships such as disabilities of any applicant may be considered grounds to justify granting of a variance at the discretion of the Town Commission.

The subject property lies in Section 29, Township 18 South, Range 24 East, Lady Lake, Florida. The Future Land Use Map designation for the site is SF-MD (Single Family-Medium Density, up to 6 DUs/Acre) and is zoned “RS-6.” The subject property is located at 1635 Lake Ella Road. The Future Land Use and Zoning Designations of the adjacent properties are as follows:

**Future Land Use**

Subject Property	SF-MD (Single Family-Medium Density- 6 du/acre)
<b>Future Land Use of Adjacent Properties</b>	
West	Lake County-Urban Low Density (Max 4 du/Acre)
East	SF-MD (Single Family-Medium Density- 6 du/acre)
North	Lady Lake- Single Family- Medium Density/Lake County-Urban Medium Density (Max 7 du/acre)
South	ROW/ Lake County-Urban Medium Density (Max 7 du/acre)

**Zoning**

Subject Property	Lady Lake- RS-6
<b>Zoning of Adjacent Properties</b>	
West	Lake County -Agriculture
East	Lady Lake- RS-6
North	Lady Lake- RS-6/Lake County-Agriculture

South	ROW/Lake County- Agriculture
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Staff comments are as follows:

- 1) A Preliminary Subdivision Plat application is being processed concurrently with this variance application.

Ms. Then reported notices to inform the surrounding property owners within 150' of the property of the proposed variance were mailed by certified mail return receipt on Friday, December 28, 2012. The property was also posted on Friday, December 28, 2012. Ms Then stated notices to surrounding property owners will be re-sent today because the Town Commission meeting date changed from Wednesday, December 23, 2013 to Tuesday, December 22, 2013.

Ms. Then stated staff received an inquiry from surrounding property owner Michael Minyard, requesting more information about the application, but not expressing whether he was in favor or opposing. Staff left a detailed phone message on his answering machine.

Public Hearings are scheduled as follows: On January 14, 2013, the Planning and Zoning Board will review Resolution No. 2013-101 at their regular meeting. The Town Commission is scheduled to consider Resolution 2013-101 on first and final reading at its Special Meeting on Tuesday, January 22, 2013, at 6:00 p.m.

Chris McKinstry, Police Chief asked if the sole purpose is to move the homes five feet closer to the roadway.

Ms. Then replied the front setback is 25 feet and what the applicant is trying to do is gain more space in the rear to accommodate a community design style home with the garage in the rear.

*Upon a motion by Joe Crum and seconded by Chief Chris Mckinstry, the Technical Review Committee approved the transmittal of Resolution No. 2013-101 to the Planning & Zoning Board for their consideration, by a vote of 5-0.*

**4. Major Modification to The Villages Wood Working Club Site Plan – MJSP 01/03-001 – Providing for Parking Lot Paving Expansion, Golf Cart Access Path Realignment, Establishment of an East Elevation Landscaping Buffer, and Requesting Landscaping Buffer Waiver – Located at 480 Rolling Acres Road**

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated that Kimley-Horn and Associates, Inc., on behalf of the Villages Community Development District (VCDD), has submitted a Major Modification to the Site Plan providing for parking lot paving expansion and landscaping improvements for the Woodshop Working Club site located at 480 Oak Street. The property is a 2.5±-acre parcel zoned Industrial (I), and the Future Land Use Map designation for the site is also Industrial (I), which is consistent with the directives of the Comprehensive Plan. The site plan modification revised engineering plans have been submitted by Amber Lee Gartner with Kimley-Horn and Associates, dated January 2, 2013, and the landscaping and irrigation plans were submitted by Suzanne Stevens with Michael Pape & Associates, P.A., dated January 2, 2013. Please see the attached following review comments:

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- Kimley-Horn and Associates, Inc. Response comments dated January 2013.
- Kimley-Horn and Associates, Inc. Response comments dated December 2012.
- Review No. 1 for Major Modification to Site plan completed by Neel-Schaffer Engineering, dated 12/7/2012.
- Review completed by Growth Management and Public Works Staff, dated 12/14/2012.

Ms. Then stated the proposed improvements include 13,109 sq. ft. of impervious surface for the Woodshop Working Club parking lot paving expansion and realignment to the 6' golf cart access path along the southern boundary of the lot connecting with the Rolling Acres Sport Complex. Additionally, the site will be improved by adding a Class "A" buffer along the east and parts of the south elevation, however, the applicant will be requesting the following:

- Waiver to Chapter 10, Section 10-3).b).B).1 requesting the minimum landscaping buffer width to be reduced from 10 feet to 7 feet.
- Waiver to Chapter 10, Section 10-3).b).B).1 requesting to substitute understory for canopy trees due to existing overhead utility line.

Ms. Then stated Town engineer Neel-Schaffer requested that some information be revised in the plans. Comments are as follows:

- Number 3 Sheet 1 – Section A-A needs to delete the detail for 6-inch header curb and use the standard FDOT type D curb. The 6-inch header curb is preferred because it is the standard curb for parking lots within The Villages. The detail shown on the plan comes from the Villages Standard Detail Book, detail R-9. Attached are photographs from nearby parking lots at Spanish Springs and Dunkin Donuts showing use of the 6-inch header curb.
- Number 6 Sheet 1 – Need to add concrete parking stops to all parking spaces shown as new parking, whether it is behind the header curb or not. There is a flush curb in front of the building that will be raised to a 6-inch curb; therefore the wheel stop will not be needed. The parking spaces are 10' x 18', so by eliminating the wheel stops, more space is provided for cars to park.
- Number 9 Sheet 1 – The 6-inch header curb on the eastside of the parking lot needs to be changed to a Type F curb and gutter since it is conveying draining. The 6-inch header curb on the east side of the parking lot has been updated to a Type F curb and gutter, as requested per discussion with the Town engineer.

Ms. Then stated the applicant has revised the plans showing the new landscaping material will be serviced by the current irrigation meter to the potable water line rather than the Town's reuse. The proposed improvements are completed in coordination with new members' growth experienced by the Villages Woodworking Club.

On November 2, 2012, the applicant received St. John's River Water Management District (SJRWMD) Permit No. 42-069-87238-3 for the construction of additional parking for the Villages Wood Working Club. As per Town of Lady Lake Land Development Regulations, Chapter 7, Section 11.b.3, any proposed change to the site which requires any regulatory agency permit or modification requires the submittal and approval of a Major Modification application.

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Any subsequent improvements desired for this site will require the evaluation and review by Public Works staff for the potential need to update and connect to the sewer lines, should any of the following apply:

- Change of Use
- Footprint changes in terms of increment and/or expansion of building square footage

Ms. Then reported the modification submittal is complete and is ready to be forwarded to Town Commission once all comments and plans are appropriately reviewed and addressed. The tentative date for the next Town Commission meeting is Tuesday, January 22, 2013.

Ms. Then stated the applicant is present to answer any questions.

Mr. Carroll asked if there were any questions. There were no questions.

*Upon a motion by Joe Crum and seconded by Butch Goodman, the Technical Review Committee approved the transmittal of this Major Modification to the Town Commission for their consideration, by a vote of 5-0.*

**5. Chairperson/Members' Report:**

Ms. Then wished everyone and the Town of Lady Lake a Happy New Year.

**6. Adjourn:**

*With nothing further to discuss or report, the meeting was adjourned at 10:16 a.m.*

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Julia Wolfe  
Staff Assistant to the Town Clerk

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Thad Carroll  
Growth Management Director

Minutes transcribed by Julia Wolfe, Staff Assistant to Town Clerk